



DISPENSING OPTICIAN Application Package

**The Commonwealth of Massachusetts
DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF APPRENTICE TRAINING
P.O. Box 146759
19 Staniford St. 1st Floor, Boston, MA 02114**

**Reminder that it takes 3 to 4 weeks
to become a sponsor**

**(PROVIDING ALL PAPERWORK ARE SENT IN TOGETHER)
Apprentice Agreement and Schooling for the apprentice**

SIGNED BY:

Documentation to be included with application

A. If an apprentice program sponsor will be administering the program through an apprenticeship committee, documentation describing the organization of the committee and the function of each member will be included.

B. In order to be approved by the Division of Apprentice Training, the apprentice sponsor's program must be primarily located in Massachusetts. The responses to the following questions will be used to make that determination.

1. Is your primary operating facilities in Massachusetts? (Yes - No)

2. Will the Administration of the proposed apprentice program be conducted in Massachusetts? (Yes - No)

3. Will all documents and records concerning the proposed apprentice program be located in Massachusetts? (Yes - No)

4. Will the majority of work to be performed by the apprentices be in Massachusetts? (Yes - No)

c. declaration concerning whether the sponsor will give credit towards completion of the program for any relevant hands-on training or related instruction which an apprentice may have received while previously employers and, if so, the terms and conditions under which such credit will be given.

D. For all companies with five or more apprentices; an affirmative action plan per Federal Regulation (CFR 29-29) is required.

E. A signed statement that you have read, understand and will comply with M.G.L. c. 23. §§ 11E through 11L and 453 CMR 7.00 as contained in The Regulations For Apprentice Programs

All applicable parts of this application must be completed before submitting for program approval to:

Commonwealth of Massachusetts
Division of Apprentice Training
P.O. Box 146759
19 Staniford Street, 1st Floor
Boston, MA 02114

APPLICATION FOR APPROVAL

COMMONWEALTH OF MASSACHUSETTS
DIVISION OF APPRENTICE TRAINING
P.O. Box 146759
19 STANIFORD STREET, 1ST FLOOR
BOSTON, MA 02114

APPLICATION FOR APPROVAL OF STANDARDS OF APPRENTICESHIP UNDER THE
PROVISION OF CHAPTER 707, ACTS OF 1941 CHAPTER 23, SECTION 11E – 11W INCLUSIVE.

Company Name:

Address:

Phone #:

Fax:

Mailing Address (if different from above):

Name and address of person Responsible for the Program:

TERM OF APPRENTICESHIP PER TRADE

Trade	Number of Journey person per trade	Potential Number of Apprentice(s)	Term of Apprenticeship

Do you have a bargaining agreement with your employees **Yes** / **No**

If so, give name of employee organization.

TO: THE DIVISION OF APPRENTICE TRAINING

_____ **HAS BEEN THE PERSON**
NAMED TO HANDLE ALL QUESTIONS AND COMPLAINTS BY THE
APPRENTICE AND TO HANDLE ALL GRIEVANCES IN A QUICK AND
CONFIDENTIAL WAY.

Signed _____
Company Representative

Standards of Apprenticeship

**Division of Apprentice Training
Department of Workforce Development
Commonwealth of Massachusetts**



Employer-Program Sponsor

Formulated

By

Training Program Sponsor

Address: _____

It has been recognized by _____ that to train skilled
Company Name

mechanics there must be a well developed plan of work experience supplemented with related classroom instruction. This recognition has resulted in the development of this Apprentice Program in accordance with the Standards of Apprenticeship as recommended by the Massachusetts Apprentice Council, The Division of Apprentice Training 453 CMR 7.00 and the Federal Bureau of Apprentice Training CFR 29.29 and CFR 29.30.

It is the desire of this company to cooperate with the Division of Apprentice Training in the training of apprentices and to assure said apprentices that if they will diligently apply themselves to the learning of a trade, they will be afforded an opportunity to become skilled craftsmen.

Definitions

"Apprentice" shall mean a person who has agreed, and signed an apprentice agreement, with the employer to acquire the trade as outlined in these standards.

"Employer" shall mean the Training Program Sponsor as identified on the application and standards.

"Approving Agency" shall mean the Division of Apprentice Training, Massachusetts Department of Labor and Industries.

"Supervisor of Apprentices" shall mean the person designated to perform the duties outlined in these standards.

"Related Training" Related trade subject classes that the apprentice is required to attend for approximately 150 hours per year each year of their apprenticeship. This will not be included in the on-the job training hours.

"Apprentice Agreement" shall mean a written agreement between the employer and the person employed as an apprentice, which agreement will be signed by the employer and the apprentice, and if the apprentice is a minor, by the parent or guardian. Every agreement shall be approved by and filed with the Division of Apprentice Training, Massachusetts Department of Labor and Workforce Development.

"Parties to the Apprentice Agreement" shall mean the apprentice and the parent or guardian, if the apprentice is a minor, and a duly authorized representative of the company each of whom shall sign the agreement.

"Standards of Apprenticeship" shall mean this entire document including these definitions.

Standards For Apprentice Programs

1. The apprentice must be employed and trained in an apprenticeable occupation as defined in 453 CMR 7.02

2. The apprentice will be provided no less than 2,000 hours per year of employment in the relevant occupation.

2A. The first 1000 hours or six months of employment for the apprentice shall be a probationary period. During this probationary time the agreement may be canceled by either party to the agreement by notifying the other. The Division shall be notified of all such cancellations within 30 days.

2B. The employer intends and expects to give the apprentice continuous employment and will use it's best efforts to keep the apprentice employed during the full term of apprenticeship.

If any apprentice is temporarily released due to business conditions, that apprentice shall be given the opportunity to be reinstated before any additional apprentice is employed in the same trade.

3. The apprentice shall be provided with a description of the work process in which he or she will work and approximation of the portion of the time to be spent in each major process.

3A. The work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need be continuous, to permit the flexibility necessary to normal shop production hours.

4. The apprentice sponsor shall ensure that the apprentice receives approximately 150 hours per year of related instruction in all subjects related to the trade. Such instruction may be given in a classroom or through correspondence courses or other forms of self study, but must be approved by the Director. The sponsor will not necessarily be responsible for the cost of the related instruction or any books, other written materials, or supplies necessary for such instruction. If, however, the apprentice is to be responsible for all or any portion of such costs, the apprentice agreement must contain an explicit statement to that effect; the employer is responsible.

5. The sponsor must ensure that the apprentice will be paid no less then the amount specified in a predetermined schedule of wage rates. Such wage rates will be expressed as a percentage of the established journeyperson rate and shall progressively increase consistent with the level of skill acquired by the apprentice for the duration of time that the apprentice participates in the apprentice program. The apprentice's scale of wages shall average not less then 50% of the Journeyperson rate over the term of the apprenticeship; (see attached wage sheet).

6. The journeyperson's rate used for establishing the apprentices wage schedule shall be stated in dollars and cents and shall be reviewed annually and, if appropriate, re -adjusted.

7. The entry apprentice wage rate shall be not less than the minimum wage prescribed by applicable state or federal law.

8. The apprentice will be under the general supervision of the journeyperson with whom the apprentice will work and the direct supervision of the employer or Master Supervisor whose duty it shall be to see that the Apprentice receives the work experience outlined in these Standards.

9. The apprentice sponsor may preclude an apprentice from obtaining the next step in the apprenticeship or extend the apprenticeship when the apprentice does not achieve the level of competency necessary for advancing or completing the program. However in such a case the apprentice's periodic evaluation shall describe the reasons for such action and the apprentice notified. The evaluation (initialed by the apprentice) shall be forwarded to the Division with a request for an extension of the apprentice's

agreement. In no event shall the term of the apprenticeship be extended more than two six months periods over the term of the apprenticeship except on a case by case basis.

10. The ratio of apprentices to journeypersons indentured by the apprentice program sponsor shall not exceed the ratios specified in the most recent version of the Division's Ratio Policy Implementation Manual; Publication # 16,445-62-50-9-90-CR

11. The apprentice shall be trained in safe and healthful work practices and shall work only in environments that comply with all applicable Massachusetts and federal occupational safety and health standards;

12. The apprentice shall not be less than 16 years of age. The employment of apprentices between the ages of 16 and 18 shall comply with all Massachusetts and federal child labor laws.

13. The apprentice training sponsor may, at its discretion, grant credit or advanced standing to an apprentice for hands-on training or related instruction which the apprentice may have obtained while previously participating in other apprentice programs or while employed by previous employers. However, such previous training or experience must be documented and comply M.G.L. c 23, s/s 11E through 11W and 453 CMR 7.00. Step increases in pay shall be commensurate with the credit given to the apprentice. The granting or denial of credit or advanced standing to any particular apprentice must conform to the apprentice program sponsor's stated policy on this issue as described in the apprentice application materials and in the apprentice agreement. However no more than one-half the program will be accepted based on previous experience or training.

14. Upon successful completion of the apprentice's program, the apprentice program sponsor shall recommend to Division that a State Certification be awarded.

15. The apprentice program sponsor shall establish a procedure to receive, investigate, and resolve complaints and concerns raised by the apprentices relative to the apprentice program. To the extent possible, confidentiality of the information provided to the apprentice program sponsor concerning matters raised by apprentices shall be maintained

16. The records of the apprentice's work experience and related training instruction shall be kept by the employer and will be available for examination by Field Representatives of the Division.

For employers with five or more apprentices, affirmative action information will be kept by the employer and available for review yearly by a Field Representative from the Division.

17. These standards shall be submitted to the Massachusetts Division of Apprentice Training for approval and will become effective upon the date of approval.

18. These standards of Apprenticeship may be amended by the employer provided such amendments are approved by the Massachusetts Division of Apprentice Training. A copy of all changes shall be furnished to each apprentice.

19. Within 30 calendar days of an apprentice's cancellation or completion of the apprentice training program, the apprentice program sponsor must send written notification thereof to the Division.

20. Every apprentice agreement entered into under these Standards of Apprenticeship shall contain a clause making the standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and the parent or guardian, if the applicant is a minor) shall be given a copy of the Standards of Apprenticeship and an opportunity to read them before any signature is affixed thereto.

GENERAL LAWS PERTAINING TO APPRENTICE TRAINING

Chapter 357 of the acts of 2002

Chapter Section 11E - 11L, 11T - 11W

Section 27 of Chapter 149, Section 27B of Chapter 149

*Note Chapter 23 11M-11S does not pertain to the
Division of Apprentice Training

AN ACT RELATIVE TO APPRENTICESHIP TRAINING PROGRAMS.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 23 of the General Laws is hereby amended by striking out sections 11E to 11L, inclusive, and inserting in place thereof the following 8 sections:-

Section 11E. There shall be in the department an apprenticeship council, to consist of 8 members, 6 of whom shall be appointed by the director with the approval of the governor, 1 of whom shall be the deputy director of employment and training or his successor, in the department of labor and workforce development, ex officio, and 1 of whom shall be the associate commissioner of career and technical education or his successor, in the department of education, ex officio. Of the appointive members, 3 of whom shall be persons who, on account of previous vocation, employment, occupation or affiliation, may be classified as representatives of labor and 3 of whom shall be persons who, on account of previous vocation, employment, occupation or affiliation, may be classified as representatives of management. The terms of office of the representatives of labor and management initially appointed shall expire as designated by the director at the time of making the appointments, 1 representative each of labor and management shall be appointed for a term of 1 year, 1 representative each of labor and management shall be appointed for a term of 2 years, and 1 representative each of labor and management shall be appointed for a term of 3 years. Thereafter, each member representing labor and management shall be appointed for a term of 3 years. Any member appointed to fill a vacancy occurring prior to the expiration of the term of his predecessor shall be appointed for the remainder of the term. Each member of the council not otherwise compensated by the commonwealth may be reimbursed for transportation and other necessary expenses. The council shall not meet more than 15 days in a year.

The council shall meet at the call of the director and shall aid the director in formulating policies for the effective administration of this chapter. The council shall suggest standards for apprentice programs and apprentice agreements, which shall in no case be lower than those prescribed by this chapter. The council shall suggest such rules and regulations as it deems necessary to carry out the intent and purposes of this chapter, and shall perform such other functions as the director may direct.

Section 11F. The director, subject to approval by the governor, shall appoint a deputy director of apprentice training. The deputy director may appoint and employ such clerical, technical and professional assistance as shall be necessary to effectuate the purposes of this chapter, and may utilize any federal funds available to aid in the administration of this chapter.

Section 11G. The director and deputy director, with the advice and guidance of the apprenticeship council, shall administer sections 11E to 11W, inclusive, shall keep a record of apprentice programs and apprentice agreements and their disposition, shall cooperate with the state department of education and the local school authorities in regard to the education of apprentices in accordance with the standards established by the director and deputy director for the same trade or group of trades, and shall perform such other duties as are necessary to carry out the intent of said sections 11E to 11W, inclusive. The director and deputy director may set up and establish conditions and training standards for apprentice programs and apprentice agreements, which conditions or standards shall in no case be lower than those prescribed by said

Sections 11E to 11W, inclusive, may create and implement a schedule of progressive sanctions regarding registration of apprentice programs, may act as secretary of the apprenticeship council, may approve an apprentice program or apprentice agreement which meets the standards established under said sections

11E to 11W, inclusive, may terminate or cancel an apprentice program or apprentice agreement in accordance with said sections 11E to 11W, inclusive, and may issue certificates of completion of apprenticeship.

Section 11H. As used in this chapter the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Apprentice", a person at least 16 years of age who has entered an apprentice agreement with an employer, or an association of employers, or an organization of employees, or other apprentice program sponsor.

"Apprentice agreement", a written agreement between an apprentice and an apprentice program sponsor which is registered with the division and which provides for not less than 2,000 hours of reasonably continuous employment, consistent with training requirements as established by industry practice, in the occupation to which he is apprenticed. The written agreement shall also provide for not less than 150 hours per year of related instruction for a person in the occupation to which he is apprenticed, as well as participation in an approved schedule of work experience throughout a reasonably continuous period of employment.

"Apprenticeable occupation", a skilled trade which: (1) is customarily learned in a practical way through a structured, systemic program of on-the-job supervised training; (2) is clearly identified and commonly recognized through an industry; (3) involves manual, mechanical or technical skills and knowledge which require a minimum of 2,000 hours of on-the-job work experience; and (4) requires related training to supplement the on-the-job training.

"Apprentice program", a program which is registered with the division for the recruitment, selection, employment, training and qualification of apprentices.

"Apprentice program sponsor", a person, association, committee, organization, corporation, partnership, trust or other entity operating an apprentice program and in whose name the program is registered with the division.

"Deputy director", the deputy director of apprentice training.

"Director", the director of labor and workforce development.

"Division", the division of apprentice training in the department of labor and workforce development.

Section 11I. Every apprentice agreement entered shall include at least the following basic provisions:

- (a) a requirement that the apprentice receive a minimum of 2,000 hours of employment as an apprentice, consistent with training requirements as established by industry practice, in the occupation to which he is apprenticed;
- (b) a requirement that the apprentice receive a minimum of 150 hours per year of related classroom instruction during the period of apprenticeship in the occupation to which he is apprenticed;
- (c) a schedule of the work processes to be learned in the occupation;
- (d) a progressively increasing scale of wages for the apprentice, during the period of apprenticeship, averaging at least $\frac{1}{2}$ of the rate of pay of a journey person over a similar period;
- (e) a concise and accurate statement of the terms and conditions of the employment and training of the apprentice and a statement that the apprenticeship agreement shall be registered with the division within 30 days of its execution;
- (f) a statement that such agreement may be terminated, within 6 months of its execution, by either the employer or the apprentice, for any reason;
- (g) a statement that the agreement may be terminated by the deputy director any time during the duration of the agreement if the deputy director deems it proper; and
- (h) a statement that the division is available to receive, investigate and resolve any complaints the apprentice has about the apprentice training program in which the apprentice is registered.

Section 11J. No apprentice agreement shall be effective until approved by and registered with the division. An apprentice agreement shall be signed by the apprentice program sponsor and by the apprentice and, if the apprentice is a minor, by a legal guardian of the minor and by the deputy director. When a minor enters into an apprentice agreement for a period of training extending beyond the date upon which the apprentice shall attain his majority, the apprentice agreement, if approved and registered, shall be binding for the entire period referred to in the agreement, including so much thereof as may extend beyond the date upon which the apprentice attained majority.

Section 11K. To be approved by and registered with the division, an apprentice program shall substantially conform with the following basic standards:-

- (a) The ratio of apprentices to journeypersons shall not conflict with the ratio established in apprenticeable occupations operated by the joint labor management apprentice training programs approved under this chapter. Notwithstanding

Section 11G, neither the deputy director, the director, nor the apprenticeship council shall set up and establish conditions and training standards for apprentice programs which are in conflict with this ratio.

- (b) The apprentice program shall be open to all persons at least 16 years old and shall not discriminate on the basis of age, race, color, creed, national origin, gender, sexual orientation or disability.
- (c) The apprentice program shall ensure that each apprentice works a minimum of 2,000 hours of employment, consistent with training requirements as established by industry practice, at the occupation to which he is apprenticed. The apprentice program shall ensure that each apprentice receives a minimum of 150 hours annually of related classroom instruction in the occupation to be learned.
- (d) The apprentice program must ensure that each apprentice is paid in accordance with a predetermined schedule of wage rates based on the journeyperson rate, said schedule to progressively increase with the apprentice's skill level and average at least 50 per cent of the journeyperson's rate for the apprenticeship term.
- (e) The apprentice program shall allow credit or advanced standing to be granted to an apprentice for hands-on training or related instruction which the apprentice may have previously obtained, but all such credit or advanced standing shall comply with this chapter.
- (f) The apprentice program shall establish a procedure to receive, investigate

and resolve apprentices' complaints about the program. The procedure shall provide that any such complaint shall be filed within 6 months after the apprentice knew, or reasonably should have known of the act giving rise to the complaint. Notice of the complaint procedure shall be provided to all apprentices. Such notice shall advise an apprentice that the division is available to receive, investigate and resolve any complaints about the program that have not been resolved to the satisfaction of the apprentice after all internal procedures have been fully exhausted.

Section 11L. A person, association, committee, organization, corporation, partnership, trust or other entity seeking to sponsor an apprentice program may apply for a registration in accord with procedures established by the division. The application shall describe the proposed program, giving the terms and conditions of the apprentices' employment, supervision of apprentices and provision of related instruction. The application shall also describe whether credit or advanced standing will be given for relevant hands-on training or related instruction and, if so, the terms and conditions by which such credit or advanced standing will be granted.

If the applicant is a party to a collective bargaining agreement, a statement to that effect shall be included with the application and a copy of the application shall be provided to the agent for the collective bargaining unit at least 2 weeks prior to filing the application with the division. If the applicant is involved in any abnormal labor condition, such as a strike, lockout or other similar condition, the application shall be withheld until such condition is resolved. Once a program is registered, the sponsor shall notify the division in writing within 30 days of any significant modifications to the program or of any material changes in information submitted with the application.

SECTION 2. Said chapter 23 is hereby further amended by inserting after section 11S the following 4 sections:-

Section 11T. (a) An apprentice program sponsor may voluntarily deregister its program by providing written notice to the division and its apprentices and otherwise complying with provisions established by the division.

(b) The deputy director, on his own initiative, or upon the complaint of an interested person, may investigate and determine whether there has been a violation of the terms of an apprentice agreement or apprentice program and may hold hearings, inquiries and other proceedings necessary to such investigations and determination. All hearings, investigations and determinations shall be made

Signature: _____ Date: _____

Reviewed by _____ **Deputy Director** **Date:** _____

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THE COMMONWEALTH OF MASSACHUSETTS
DIVISION OF APPRENTICE TRAINING

AND



DIVISION OF PROFESSIONAL LICENSURE
BOARD OF DISPENSING OPTICIANS

Compliance Officer Number: _____

Sponsor Number: _____

APPRENTICE STATUSDATE

Date Entered

Completed / Certificate

Suspended

Cancelled

Military Service

Deceased

APPRENTICE ID NUMBER

Please submit two separate checks for the following fees:

Board of Dispensing Opticians Fee: \$15.00 (Make BANK CHECK / MONEY ORDER, **no personal check(s)** for this fee) payable to: The Commonwealth of Massachusetts).

Application Fee: \$40.00 / Photo ID Card Fee: \$35.00 for a **combined total of \$75.00** (please submit one check for these two fees). Make check payable to: The Commonwealth of Massachusetts.

DISPENSING OPTICIANS APPRENTICE AGREEMENT

Pursuant to the Standards of Apprenticeship adopted by the Sponsor and registered with the Massachusetts Division of Apprentice Training, the provisions of which are hereby made part of this Agreement, and in compliance with the Massachusetts Plan for Equal Employment in Apprenticeship Training, WITNESSETH: that the Agreement is entered into by the undersigned:

(Name of Apprentice) _____

(Address of Apprentice) _____

* SS# _____ (Date of Birth) _____ (Phone) _____

You must provide your social security number as part of your application. Pursuant to G.L. s62 C, s47A. The Division of Registration is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Program Sponsor (Company): _____ Name of Store Manager: _____

Address: _____

To be Completed by Sponsor (Company)

TRADE: Dispensing Optician TERM OF APPRENTICESHIP: 6000 HOURS.

DATE APPRENTICESHIP BEGINS: _____ PROJECTED COMPLETION DATE: _____

GRADUATED SCALE OF WAGES TO BE PAID THE APPRENTICE. (PERCENTAGES ARE BASED ON JOURNEY PERSON WAGES)

PERIODS: 3 - 2000 hrs. / 6 - 1000 hrs. Or Other.

1 st	2 nd	3 rd	4 th	5 th	6 th	
-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	--

Minimum Journeyperson rate as of (Date) _____ is \$ _____ per hour

_____ hours per day _____ hours per week. Overtime Rate: Time + ½ over 40 hrs.

High School Attended _____ Date of graduation or GED _____

(Address) _____

SIGNATURE(S) MUST BE IN BLUE INK

The information will remain confidential and will be used for aggregate statistical data only.

TO BE COMPLETED BY APPRENTICE (Please check, circle or fill in items as appropriate)			
<u>SEX</u> 1. G Male 2. G Female Are you a citizen <u>Y-G</u> / <u>N-G</u> <u>Other-G</u>	<u>ETHNIC GROUP</u> 1. G White 2. G Black 3. G American Ind. or Alaskan Native 4. G Asian or Pacific Islander 5. G Hispanic 6. G Other	<u>VETERAN</u> 1. G Vietnam Era Veteran 2. G Other Veteran 3. G Non Veteran	<u>DISABLED</u> G YES G NO
If answer is other, please give the full details on a separate sheet of paper.			

The Program Sponsor and the apprentice, by affixing their signature in conformity with the terms and conditions provided herein, hereby agree to the following:

The Program Sponsor agrees to use its best efforts to employ and train the Apprentice in accordance with its officially adopted and duly registered Standards of Apprenticeship, such Standards to include a schedule of work process and provision for approximately 150 hours of related classroom instruction per year.

The Program Sponsor agrees to abide by all applicable provisions of the Massachusetts Plan for Equal Employment in Apprenticeship Training.

The Apprentice agrees to be diligent and faithful in learning the stated trade or craft including attendance of related instruction classes.

The first 1000 hours or six months of employment shall be a probationary period during which time this Agreement may be canceled by either party with notification to the other and to the Massachusetts Division of Apprentice Training.

This agreement must be approved by and filed with the Division of Apprentice Training and the Board of Registration of Dispensing Opticians.

The Deputy Director of Apprentice Training may cancel the agreement subject to hearing upon application by any party.

The license optician sponsoring the apprentice is limited to sponsoring no more than two apprentices at any one time.

_____/_____
 (Signature of Sponsoring License Optician) (PLEASE SIGN IN BLUE INK) (Address of Sponsoring License Optician)
 _____/_____
 (Please Print Name Here) (PLEASE SIGN IN BLUE INK) (License #) Date: _____

Approved by the Division of Apprentice Training By: _____ **Date:** _____
 Has the apprentice applicant ever been convicted of a crime or felony or pleaded nolo contendere, to indictment information or complaint of a crime or felony in any court with the exception of minor traffic violations? Y _____ N _____. If the answer is "YES" please give the full details on a separate sheet of paper.

AFFIDAVIT BY APPRENTICE APPLICANT

Signature of Applicant: _____ **Date:** _____

State of Massachusetts, County of _____

_____ being duly sworn, deposes and says that he/she is the person referred to in the forgoing application; that the statements herein contained are true in every respect; that he/she has never been convicted of a crime; and that he/she read and understands this affidavit.

Sworn and subscribed to before me this _____ **day of** _____

 (Notary Public) signature

 (Notary Public) print name

My Commission Expires: _____

RETURN APPLICATION TO:

Division of Apprentice Training P.O. Box 146759 19 Staniford Street, 1st Floor Boston, MA 02114

MANDATORY INFORMATION
M. G. L. CHAPTER 23 SEC 11-I s/s 4
Related Instruction Information

Due Date: _____

PROGRAM SPONSOR: _____

ADDRESS: _____

TRADE: _____ # OF JOURNEYPERSONS: _____

NAME OF APPRENTICE: _____

FALL ENROLLMENT ~ / SPRING ENROLLMENT ~

WILL NOT BE ACCEPTED WITHOUT PAID RECEIPTS FOR ENROLLMENT.

PUBLIC FACILITY: _____ (attach receipts)
 (Voc. Tech. High School, Community College, Other)

OTHER: _____

IN- HOUSE: _____

CORRESPONDENCE: _____

Course(s)	Institution	Hours	Date
1			
2			
3			
4			
5			

 Spons or Signature (PLEASE SIGN IN BLUE INK)

 Date

 Apprentice Signature (PLEASE SIGN IN BLUE INK)

 Date

ONE - COPY - PER - APPRENTICE

**The Commonwealth of Massachusetts
DIVISION OF APPRENTICE TRAINING**

Apprentice Evaluation Form

Evaluator: _____

Apprentice Name: _____

Trade: _____

To be filled out by sponsor and or apprentice

Steps

Page 1 of 2	Quality of work performed				
	Quantity of work performed				
	Attitude toward work				
	Co-operation with co-workers				
	Willingness to accept responsibility				
	Compliance with policies, rules and practices				
	Ability to plan and organize work				
	Dependability				
	Safety				
	Test results (school)				
	Additional Tasks				

Key: S-Satisfactory U-Unsatisfactory *For unsatisfactory use comment section for explanation

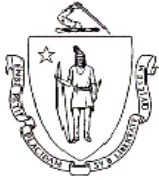
Page 2 of 2	Comments				
	Dependability-punctuality-attendance				
	Communication Skill				
	Planning \ Scheduling				
	Operate under pressure				
	Initiate decisions				
	Work without constant supervision				
	Physical strength and stamina				
	Problem Solving				
	Technical Skills-math-computer				
	Accuracy \ work with details				
	Follow detailed instructions				

A copy to be kept with the apprentice record

The apprentice must initial and date his progress evaluation

If the apprentice does not progress to the next step a copy of the unsatisfactory evaluation and a letter requesting an extension of the program will be forwarded to the Division for approval.

There will be no more than two six months extensions over the term of the program.



Department of Labor and Workforce Development
Division of Apprentice Training

To: Apprentice Program Sponsors
From: John Rich, Acting Deputy Director
Re: Regulation Requirement

I have read the enclosed material and the Apprentice Training Regulations.

I understand my responsibilities relative to the directives contained therein.

Please sign, date and enclose this copy with your application.

Signature_____

Company owner (Sponsor)

Date_____

Signature_____

Apprentice Coordinator

Date_____

Sponsor Application Package Checklist

Company Name: _____

	Completed application package page 1 & 2 (including number of journey persons)
	Regulations statement sheet signed (after reading regulations)
	Remove and keep apprentice cancellation sheet
	Remove and keep apprentice evaluation sheet
	Remove and keep regulations
	Complete related instruction sheet and
	Attach proof of current related training (this is required for all new sponsor as well as sponsors obligated by the deputy director)
	Standards properly completed
	Completed (front and back) and signed apprentice agreement
<p>If you are a Dispensing Optician Sponsor or a Sponsor for a Pre-Apprentice (High School Student), please check the appropriate information below:</p>	
<u>Dispensing Optician Sponsor:</u>	
	Check attached (if not previously paid)
	Previously issued apprentice number noted on agreement
	Attached credit with proper credit form
	Credit notarized
	Agreement notarized and filled out completely
<u>Pre-Apprentice Sponsor:</u>	
	School signature
	Parent / Guardian signature
	Please call for any needed assistance (617) 626-5409
<p>When complete, please mail to the Division of Apprentice Training (address on forms)</p>	